

## SCHOOL COUNCIL PLANNING CALENDAR FOR EVENTS AND MONTHLY TASKS

—a template for School Councils to amend and refer to throughout the year

**Monthly:** Regular public School Council meetings & others (Committees) as needed  
 Submit column for school newsletter  
 Submit approved regular meeting minutes to the Dept

**Note:** *An update on the progress of students as outlined in the School Growth Process should be an agenda item for every Council meeting.*

*September/October and January to April—participation in School Reviews as scheduled*

MONTH	SOME RECURRING EVENTS	Our School Council's activities/plans
August	Meet and plan before/as school commences (refer to Sept items as needed) Advertise this to the school community	
September	Hold Annual General Meeting Review of feedback from School Growth Planning Advisory, revision of School Growth Plan as required Review enrolment, programming and staffing with Administration Members assigned to committees as needed School Council nominations and elections process every 2 <sup>nd</sup> year Review results and patterns on BCPs and other finals written in previous June Submit signed annual financial statement to the Dept for annual Contribution Agreement (deadline Oct 31) Set annual priorities for School Council and establish School Council budget	
October	Fall School Council Conference (non election years) School Council elections (every second year)	
November	Discuss school calendar for next year and make recommendations to Dept in response to package of information sent by Dept Fall School Council Conference (in election years)	
December	Enjoy school celebrations, activities and holidays!	

MONTH	SOME RECURRING EVENTS	Our School Council's Activities/Plans
January	Review School Growth Process and current data (elementary) Review current and projected enrolment numbers and staffing Review ongoing assessments according to the Assessment Matrix	
February	Review School Growth Process and current data (secondary) Review enrolment in various courses and student interest and participation rates Begin reviewing projected student enrolment and known staffing allocation with Administration	
March	Provide input to Principal evaluation process as appropriate Enjoy SPRING BREAK!	
April	Spring School Council Conference and AYSCBC Annual General Meeting Review projected student enrollment and staffing with Admin Participate in Principal recruitment process (if it's happening at your school) Council begins planning for year end celebrations Generate interest in running for School Council seats in election years Discussion and work on submitting annual School Growth Plan and Innovation Grant proposal	
May/June	*Deadline for submission of annual School Growth Plans and Innovation Grants May 30 <sup>th</sup> Review results and patterns on Yukon Achievement Tests (YATs), etc as soon as available Provide input to Principal evaluation as appropriate Review projected student enrollment and staffing with Admin Assess continuing interest of members for School Council seats in election years Set date for AGM for month of September <b>Celebrate graduation and/or Farewells!</b>	